



HUMAN RESOURCES & RISK MANAGEMENT DEPT.
205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

PART-TIME POSITION – NO BENEFITS

JOB TITLE: PROBATION OFFICER (Part-Time)

JOB NUMBER: 15-134

DEPARTMENT: MUNICIPAL COURT

SALARY RANGE: Pay Grade 113 (Not Exempt)

Hiring Range: \$17.54 - \$19.33/hour

Under direct supervision of the Chief Probation Officer, the purpose of the position is to develop and manage probationer case files and to monitor status of compliance with court-ordered terms and conditions. Employees in this classification perform at entry level, and are responsible for reporting any violations of probation, and utilizing appropriate resources and legal actions to mediate as necessary. Work includes the evaluation of casework to determine appropriate counseling measures, and the referral of probationers to social resources in the community to facilitate rehabilitation. Employees conduct field visits as necessary to maintain a high degree of public safety.

ESSENTIAL JOB FUNCTIONS:

- Provides professional management and counseling of probationers; monitors the status of probationer compliance with court ordered terms and conditions.
- Conducts counseling interviews with assigned cases in accordance with approved counseling techniques to evaluate and identify probationer issues; provides constructive methods for addressing problems; consults with manager as necessary; conducts Initial Intake Orientations as necessary.
- Assists with coordination of education and counseling of probationer for individual probation programs; monitors attendance and compliance accordingly, e.g., employment, community service placement, DUI school enrollment, treatment/counseling referrals.
- Conducts random home visits of probationers who may have history of misdemeanor and felony offenses of moral turpitude to enforce compliance with the city's misdemeanor court ordered terms and conditions, e.g., drug and alcohol compliance, no contact and residency requirements, high risk behaviors.
- Process violations of probation/city diversion program violations in accordance with legal time requirements.
- Represent the Probation Department in matters of probation violations and any other court proceedings requiring departmental representation.
- Prepares community contacts and referrals.
- Attends continuing education classes to keep up with trends in probation issues, legislative changes and safety.
- Maintains a wide variety of detailed legal records and reports; collects and prepares various statistical information; prepares legal documentation as required, i.e., case narratives, field case notes, warrants, affidavits, modifications, identification sheets, pre-sentence investigations.

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QUALIFICATIONS:

- Bachelor's degree in Criminal Justice, Sociology, Psychology or related field, or an equivalent combination of education, certification, training and/or experience.
- Georgia POST certified or equivalent training.
- Ability to evaluate cases and determines the type of treatment (for drug/alcohol abuse).
- Skill and ability to interview each probationer for background history, residence, verification of employment and family ties.
- Knowledge, skill and ability to counsel with defendants concerning social problems and rehabilitation programs and make referrals to other counselors, as necessary.
- Skill and ability to review cases on a daily basis (including walk-ins) to determine if defendant has violated probation and will require incarceration or continued, supervised, outside custody.
- Ability to visit defendants while incarcerated in county jail or other facilities.
- Skill and ability to make pre-sentence investigations as directed by the court; prepare reports on the investigations, and appear in court to report on findings as needed.
- Ability to prepare a monthly accounting report of defendants and their required payments.
- Knowledge to review files on a monthly basis for probation term expiration.
- Ability to monitor the activities of defendants to ensure that they do not violate the terms of their probation.
- Ability to schedule/oversee random alcohol/drug tests of defendants at employee's discretion.
- Ability to maintain confidential records of probationers' files.
- Skill to handle a large volume of calls from probationers, attorneys, agencies, etc. on a continuous basis.
- Must possess a valid Georgia driver's license and satisfactory 7-year driving history, to include no DUI's in the last 5 years. U.S. citizenship required.
- Drug screen and criminal background check, including fingerprint check, required at time of hire. Subsequent employment approval granted by County and Municipal Probation Advisory Council (CMPAC) annual registration. Successfully complete 40-hour orientation within six months of hire unless otherwise exempted. Must complete 20-hours of in-service continuing education training annually in a curriculum approved by the County and Municipal Probation Advisory Council (CMPAC)

REQUIREMENTS: DRUG SCREEN. CRIMINAL BACKGROUND AND FINGERPRINT CHECK REQUIRED. VALID GEORGIA DRIVER'S LICENSE. SATISFACTORY 7-YEAR DRIVING HISTORY TO INCLUDE NO DUI'S IN THE LAST 5 YEARS. SUCCESSFULLY COMPLETE 6-MONTH WORKING TEST PERIOD.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: DECEMBER 2, 2015